

**State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706**

**Supplementary Examination Announcement**

**PUBLIC SERVICE ADMINISTRATOR – 37015**

Monthly Salary Range: \$3116 - \$6820

**Options:**

- 1, MC1, S1, AR1, CH1, FR1, GE1, GR1, JA1, KO1, PE1, PO1, and RN1 General Administration /  
Business/Marketing/Labor/Personnel
- 2, MC2, S2, and PO2 Fiscal Mgmt./Accounting/Budgeting/Internal Auditing/Insurance/Financial
- 2B Financial Regulatory
- 2C Economist
- 3, MC3, and S3 Management Information Systems/Data Processing/Telecommunications
- 4, MC4, and S4 Physical Sciences/Environmental
- 5, MC5, and S5 Agriculture/Conservation
- 6, MC6, S6, PO6, and SA6 Health and Human Services
- 6B Day Care Quality Assurance
- 6C Health Statistics
- 6D Health Promotion/Disease Prevention
- 6E Laboratory Specialist
- 6F Infectious Disease
- 6G Disaster/Emergency Medical Services
- 7, MC7, and S7 Law Enforcement/Correctional
- 8, MC8, and S8 Special License (Example: Registered Nurse; law; CPA; etc) (See reverse side for listing)
- 9 Special License (Example: Registered Nurse; law; CPA; etc) (See reverse side for listing)

NOTE: Use CMS 100 application. Language options may be listed after position title (PSA, S1, S2, S3, etc)  
All selected options may be listed on this one form. Spanish Speaking options are S1, S2, S3, S4, S5, S6, S7, S8.

**General duties:** A Public Service Administrator organizes, plans, executes, controls, and evaluates the operation of a supportive program related to one of the functional options; establishes priorities among assignments, establishes times of completion and quantity/quality of work products/services; identifies and discusses program projects, problems and issues; supervises subordinate staff, monitors and evaluates performance, and recommends disciplinary action; monitors budgetary expenditures by program area and may assist in developing program narratives and justification used in budgetary process; may assist a higher level manager in an equivalent line or staff capacity; develops and maintains ongoing communications with private and public organizations, officials of other agencies, or officials of other states and the federal government; responds to oral and written inquiries concerning programs, agency policies, rules and regulations; appears at public hearings as required; speaks before various groups to explain/interpret program philosophy and requirements.

**The requirements for minimal passing grade are as follows:**

**Training and Experience:** Completion of four years of college, plus three years of progressively responsible administrative experience in a public or business organization including 1 year administrative experience directly related to the option applied for; or equivalent combinations of training and experience. Specific requirements vary by position and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of Central Management Services or his/her designee. Candidates applying for option 8 should have copy of valid Illinois license/certificate attached to application.

**Tests and weights:** Training and experience 100%.

**Length of eligibility period:** One year.

(Continued on reverse side)

**Acceptable Licenses/Certificates**

- 8A Architect License (001-)
- 8B Boiler Inspector License
- 8C Certified Public Accountant/Certified Internal Auditor
- 8D FCC License/Naber (National assoc of Business and Educational Radio)
- 8E Illinois Engineer (Professional) (062)
- 8F FAA Medical Certificate/First Class
- 8G Clinical Professional Counselor
- 8H Environmental Health Practitioner
- 8I Prof Land Surveyor Lic 035-
- 8J Registered American Dietetic Assoc/P.H. Food Service Sanitation Cert. 10-1-97/Lic. Dietitian
- 8K Licensed Psychologist
- 8L Law License
- 8N Registered Nurse License
- 8O Occupational Therapist License
- 8P Pharmacist License
- 8Q Religious Ordination by Recognized Commission
- 8R Dental Hygienist
- 8S Social Worker/Clinical Social Worker (150- or 149-)
- 8T Teaching Certificate Type 75 General Administrative/Type 61
- 8U Physical Therapist License
- 8V Audiologist License (147-)
- 8W Speech-Language Pathologist License (146-)
- 8X Blaster Certificate
- 8Y Plumbing License (058-)
- 8Z Special Metrologist Training
- 9G Registered Professional Geologist License

**NOTE:** All licenses/certificates must be current and valid in Illinois.

**Option AR1 – Arabic Speaking:** At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Arabic and English fluently. Failure to exhibit this ability will result in disqualification for this option.

**Option CH1 – Chinese Speaking:** At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Chinese and English fluently. Failure to exhibit this ability will result in disqualification for this option.

**Option FR1 – French Speaking:** At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak French and English fluently. Failure to exhibit this ability will result in disqualification for this option.

**Option GE1 – German Speaking:** At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak German and English fluently. Failure to exhibit this ability will result in disqualification for this option.

**Option GR1 – Greek Speaking:** At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Greek and English fluently. Failure to exhibit this ability will result in disqualification for this option.

**Option JA1 – Japanese Speaking:** At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Japanese and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option KO1 – Korean Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Korean and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option PE1 – Portuguese Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Portuguese and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option PO1, PO2, and PO6 – Polish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Polish and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Option RN1 – Russian Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Russian and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option SA6 – Southeast Asian Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Southeast Asian and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Options MC1 through MC8 Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit these abilities will result in disqualification for these options.

Options S1 through S8 Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Counties in which positions are established:

Option 1 – Adams, Alexander, Brown, Carroll, Champaign, Christian, Clay, Clinton, Coles, Cook (CH) (GR) (MC) (PO) (SS), Crawford, DeKalb, Douglas, DuPage, Effingham, Fayette, Franklin, Fulton, Hamilton, Hancock, Henry, Jackson, Jefferson, Jersey, Johnson, Kane (SS), Kankakee, Knox, Lake (SS), La Salle, Lawrence, Lee, Livingston, Logan, Macon, Macoupin, Madison, Marion, McHenry, McLean, Monroe, Montgomery, Morgan (MC), Peoria, Perry, Randolph, Richland, Rock Island, Saline, Sangamon (MC) (SS), Schuyler, St. Clair, Stephenson, Tazewell, Union, Vermillion, Whiteside, Will, Williamson, Winnebago, Woodford.

Option 2 – Adams, Champaign, Clinton, Cook (PO) (SS), DuPage, Effingham, Franklin, Jackson, Jefferson, Kane, Kankakee, Knox, Lake, Madison, Morgan, Peoria, Rock Island, Sangamon (MC) (SS), St. Clair, Williamson, Winnebago.

Option 3 – Cook, Kankakee, Madison, Sangamon, Will.

Option 4 – Adams, Champaign, Clinton, Cook, DuPage, Franklin, Jackson, Jasper, Knox, La Salle, Madison, Marion, Menard, Peoria, Randolph, Sangamon, White, Williamson, Winnebago.

Option 5 – Adams, Alexander, Bureau, Carroll, Cass, Champaign, Clark, Clinton, Coles, Cook, DeKalb, DeWitt, DuPage, Fayette, Ford, Franklin, Fulton, Grundy, Hamilton, Henderson, Henry, Jackson, Jasper, Jefferson, Jersey, Jo Daviess, Johnson, Kankakee, Kendall, Lake, La Salle, Lawrence, Logan, Macon, Madison, Marion, Marshall, Mason, Massac, McDonough, McHenry, McLean, Menard, Mercer, Moultrie, Ogle, Peoria, Pope, Randolph, Rock Island, Saline, Sangamon, Shelby, St. Clair, Stephenson, Tazewell, Union, Vermillion, Wayne, Whiteside, Will, Williamson, Winnebago.

## **PUBLIC SERVICE ADMINISTRATOR**

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Option 6 – Adams, Alexander, Bureau, Cass, Champaign, Christian, Clinton, Coles, Cook (MC) (PO) (SS), DeKalb, Douglas, DuPage, Effingham, Fayette, Franklin, Fulton, Henry, Jackson, Jefferson, Kane (SS), Kankakee, Knox, Lake, La Salle, Lawrence, Lee (MC), Livingston, Logan, Macon, Macoupin, Madison, Marion, Massac, McDonough, McHenry (SS), McLean, Montgomery, Morgan (MC), Peoria, Perry, Piatt, Randolph, Richland, Rock Island, Saline, Sangamon (MC) (SS), St. Clair, Stephenson, Tazewell, Union, Vermillion, Whiteside, Will, Williamson, Winnebago (SS).

Option 7 – Alexander, Brown, Carroll, Champaign, Christian, Clinton, Cook (SS), Crawford, DuPage, Fayette, Franklin, Fulton, Henry, Jackson, Jefferson, Jersey, Jo Daviess, Johnson, Kane, Knox, Lake, La Salle, Lee, Livingston, Logan, Macon, Madison, Massac, McHenry, Montgomery, Morgan, Peoria, Perry, Randolph (SS), Rock Island, Saline, Sangamon, St. Clair, Tazewell, Vermillion, Whiteside, Will, Williamson, Winnebago.

Option 8 – Alexander, Bureau, Champaign, Christian, Clinton, Cook (MC), Crawford, Douglas, DuPage, Fayette, Franklin, Fulton, Jefferson, Jersey, Johnson, Kane (MC), Kankakee, Knox, Lake, La Salle, Lawrence, Lee, Livingston, Logan, Macoupin, Madison, Montgomery, Morgan (MC), Peoria, Perry, Randolph, Richland, Saline, Sangamon, St. Clair, Union, Vermillion, Will, Williamson, Winnebago.

(CH) Indicates Chinese Speaking Option is also established in that county.

(GR) Indicates Greek Speaking Option is also established in that county.

(MC) Indicates Manual Communication Skills Option is also established in that county.

(PO) Indicates Polish Speaking Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

## **PUBLIC SERVICE ADMINISTRATOR, OPTION 2B: Financial Regulatory**

General duties: A PSA option 2B, under administrative direction, organizes, plans, executes, controls and evaluates examinations of foreign banks, state banks, their subsidiaries and affiliates; establishes examination procedures, standards and objectives. Conducts special examinations and confers with bank and holding company officials regarding the financial condition, legal compliance and internal management problems of the bank. Approves or disapproves applications for chartering new banks, converting national banks to state charters, reorganizations of failing banks, acquisitions of banks and their subsidiaries, mergers, consolidations, bank custody and bank dissolutions.

Conducts special examinations or investigations of problem depository institutions including those with suspected financial irregularities or criminal activities; prepares written reports of findings. Suggests corrective action plans for depository institutions and monitors the institution's improvement. Recommends proposed remedial action including the issuance of cease and desist orders, the levying of civil monetary penalties, or the removal of depository institution officers and directors.

The requirements for a minimal passing grade are as follows:

Training and Experience: Completion of four years of college, plus three years of progressively responsible professional administrative experience in banking or regulatory banking; or equivalent combinations of training and experience.

Tests and weights: Training and experience 100%

Length of eligibility period: One year.

## **PUBLIC SERVICE ADMINISTRATOR, OPTION 2B (CONT.)**

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Counties in which positions are established: Champaign, Cook, Effingham, Knox, Madison, Morgan, Sangamon.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

## **PUBLIC SERVICE ADMINISTRATOR, OPTION 2C: Economist**

General duties: A PSA option 2C, under administration direction, performs and coordinates highly complex and specialized research and analytical work relating to statistical analysis and economic forecasting; independently develops and conducts or leads comprehensive economic research projects and studies, making difficult determinations and/or policy recommendations relative to economic development, taxes and revenues, labor markets, capital investments, and economic growth; designs and develops techniques and methodology of research, statistical analysis and reporting of social and economic data; investigates and evaluates current economic literature and reports, and makes policy recommendations based on this research and analysis.

Applicants meeting these stated requirements will receive a grade in the highest category:

Training and Experience: Requires possession of Master's degree in economics or a closely related field (no substitution permitted) plus three years of professional experience in economic research and/or policy analysis.

Test and weights: Training and experience 100%.

Length of eligibility period: One year.

Counties in which positions are established: Adams, Cook, Sangamon, and Vermilion.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

## **PUBLIC SERVICE ADMINISTRATOR, OPTION 6B: Day Care Quality Assurance**

General duties: Public Service Administrator option 6B administers regional Day Care Quality Assurance Program to achieve quality beyond compliance with day care standards; manages and directs the licensing administrator and day care providers on quality assurance; develops operational program policies and procedures; provides direct case consultation on individual or categories of day care provider cases to executive management; provides consultation and administrative direction to day care licensing representatives regarding ongoing child development issues; identifies classes of difficult day care cases which require special attention; monitors quality assurance activities within the region; supervises professional consultants.

Applicants meeting these stated requirements will receive a grade in the highest category:

Training and Experience: Requires possession of a Master's degree in early childhood development or early childhood education from an accredited college or university (no substitution permitted) plus three years of professional early childhood development experience such as a qualified Day Care Center Director, educator (pre-kindergarten through third grade), or day care center instructor, PLUS requires possession of a valid driver's license. Requires physical, visual and auditory ability to carry out assigned duties.

Tests and weights: Training and experience 100%

Length of eligibility period: One year.

Counties in which positions are established: Champaign, Cook, Kane, Sangamon, St. Clair.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

General duties: A Public Service Administrator option C (demographer) functions as the State Demographer in the Federal-State cooperative for Population Estimates (FSCPE) and represents the Illinois Department of Public Health and Governor's Office in dealings with U.S. Bureau of the Census managing and evaluating demographic research activities of a highly complex, scientific, technical and social nature; develops and implements a management plan for highly technical mathematical models and statistical methodologies in the preparation of population estimates, scientific reports and documents.

A Public Service Administrator option C (quantitative researcher/epidemiologist) develops, designs, and conducts highly technical planning and analytical studies of highly complex agency-wide health surveillance systems and scientific research projects in the field of chronic disease epidemiology with special focus on cancer, birth defects, occupational disease and injuries, and maternal child health; performs and coordinates scientific investigations and specialized surveillance activities statewide using data from the Illinois Health and Hazardous Substances Registry and other available databases from other institutions or agencies; develops and implements public policy and linkages of department programs; supervises, assigns, coordinates, and provides direction and guidance to a professional staff engaged in the timely collection, assembly, analysis, and evaluation of programs, policies and operations related to studies on exposure to hazardous toxic substances with appropriate review of study design and scientific literature.

A Public Service Administrator option C (policy analyst) performs and coordinates highly complex and specialized research and analytical work relating to health issues and the economy of the State of Illinois and substate areas; designs and develops techniques and methodology of research, statistical analysis and reporting of financial and economic data; investigates and evaluates current economic literature related to health policy.

Provides general direction to formation of state health plan for statewide disease and injury prevention, detection and treatment priority programs and to staff involved in database development, epidemiologic analysis and formation of community health plans to improve disease and injury prevention, detection and treatment programs; conducts complex research studies. Plans, directs, and coordinates a statewide program to conduct local health needs assessments and develop community and statewide health plans to improve the quality of state and local prevention, detection and treatment programs for health care reform.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires possession of a Bachelor's degree in epidemiology, public health, demography, bio-statistics, sociology, psychology, anthropology, economics or related social science research field from an accredited university PLUS four years of professional experience in applied epidemiology, bio-statistics, or in population or community health assessments, or a related field. It is highly desirable that this professional experience provide:

(1) The ability to conduct surveillance and investigations to identify the magnitude of community health problems, duration, trends, location and populations at risk: (2) to utilize statistical software such as SAS, SUDANN, SPSS or Epilnfo: (3) to write reports/manuscripts, create and deliver presentations.

Test and weights: Training and Experience 100%

Length of eligibility period: One year.

Counties in which positions are established: Job referrals will be made on a region basis. You may select one or two regions.

North Region 310: Bureau, DeKalb, Kankakee, Livingston, Mercer, Rock Island, Stephenson.

Central Region 315: Adams, Champaign, Clark, Cumberland, Macon, McDonough, McLean, Peoria, Sangamon.

## **PUBLIC SERVICE ADMININSTRATOR, OPTION 6C (CONT.)**

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South Region 300: Bond, Clay, Jersey, Marion, Perry, Saline.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

## **PUBLIC SERVICE ADMINISTRATOR, OPTION 6D – Health Promotion/Disease Prevention**

General duties: A Public Service Administrator option 6D, under direction, develops and implements the highly technical planning, analysis and coordination of a public health education/promotion program designed for the prevention of injuries, illness and disease; develops prevention program interventions; utilizes public health research techniques to develop and to promote use of educational/promotional materials; serves as facilitator for Division management staff for initiatives supporting the Healthy People 2010 priorities.

Under general direction, develops, designs and conducts technical planning and analytical studies and research projects; compiles, coordinates, and analyzes public health data and research findings for implementation of policy development as related to a statewide surveillance program; supervises staff responsible for managing databases related to public health prevention and health promotion programs.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires possession of a Bachelor's degree in epidemiology, psychology, sociology, education, public health, health education, community health, environmental health and safety, social work, dietetics/nutrition or a related health field from an accredited university PLUS four years of professional experience in health promotion or disease prevention in a related health organization, such as an academic/research institution, hospital, local health agency, or a managed care organization. It is highly desirable that such professional experience provide:

- (1) knowledge of survey techniques and methods for health behavior inventories and needs assessments;
- (2) ability to establish programs and select specific interventions to improve health outcomes;
- (3) knowledge, skill and ability to plan and design effective health education/health promotion programs;
- (4) ability to develop program objectives and evaluation methods to measure the effectiveness of health promotion programs; (5) ability to implement health education/disease prevention programs utilizing a wide range of educational methods and techniques.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Counties in which positions are established: Cook, Sangamon.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

## **PUBLIC SERVICE ADMINISTRATOR, OPTION 6E: Laboratory Specialist**

General duties: In a Molecular Diagnostics Laboratory, under general direction, a Public Service Administrator option 6E supervises professional staff and/or independently develops and performs highly complex microbiological testing of clinical specimens (blood, sera, urine, tissue, cerebral spinal fluid, etc.) and environmental samples (water, food, etc.) for infectious disease agents, including pathogenic and non-pathogenic bacteria, viruses, parasites, etc. Monitors and documents all quality assurance and quality controls for test procedures. Oversees staff in performing thorough literature searches of scientific/medical research for applications of biochemical and microbiological testing methods on disease causing organisms.

## **PUBLIC SERVICE ADMINISTRATOR, OPTION 6E (CONT.)**

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In a Mass Spectrometry Toxicology Laboratory, a Public Service Administrator option 6E under direction, supervises professional/technical staff performing highly specialized and complex professional analytical chemistry work utilizing sophisticated tandem mass spectrometry, MS/MS equipment. Prepares and submits QA/QC reports and interpretation of unusual results.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires possession of a Bachelor's degree in bacteriology biochemistry, biology, botany, chemistry, medicine, microbiology, toxicology, or zoology PLUS four years of professional laboratory experience. It is highly desirable that the professional laboratory experience provide:

(1) knowledge of the theory and application of complex equipment used for analyzing environmental or clinical specimens; (2) through understanding of the quality assurance requirements including the design of quality control acceptance values based on analytical statistics; (3) ability to write laboratory procedure manuals; (4) ability to respond to procedural and quality assurance audits.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Counties in which positions are established: Cook, Jackson, Sangamon.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

## **PUBLIC SERVICE ADMINISTRATOR, OPTION 6F: Infections Disease \*\*\* (TB, HIV/AIDS, Communicable Diseases, Immunization/Vaccine, Preventable Diseases)**

General duties: A Public Service Administrator opt 6F, under direction, reviews information about new outbreaks, assures that information is given to local health departments to appropriately guide their investigations; provides technical assistance through regional staff to local health department personnel on investigation of outbreaks; applies epidemiologic principles to the design, implementation and evaluation of outbreak investigations; maintains a computer database of records of outbreaks; assures documentation is submitted; reviews completed outbreak files; determines if a vehicle can be established as the source of outbreak.

A Public Service Administrator opt 6F, under administrative direction, develops, directs, coordinates and supervises the delivery of infectious diseases health education/risk reduction programs to targeted populations such as sexually active adults, intravenous drug users, school age youth and racial/ethnic minority populations throughout the State; develops standards for the delivery of health education/risk reduction programs; develops and utilizes professional channels of communication with federal, state and other agencies to gain technical skill and knowledge.

A Public Service Administrator opt 6F, under direction, serves as the Statewide coordinator of the Infectious Disease Surveillance Program responsible for direction, coordination and supervision of staff implementing activities necessary to meet state and federal requirements concerning the reporting, follow-up and evaluation of surveillance-related information; analyzes infectious disease reporting systems within the public and private sector to identify deficiencies and develops strategies to improve them.



## **PUBLIC SERVICE ADMINISTRATOR, OPTION 6F (CONT.)**

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The requirements for a minimal passing grade are as follows:

Training and Experience: Requires possession of a Bachelor's degree in public health, registered nursing, microbiology, sociology, anthropology, veterinary medicine, biology, psychology, chemistry, epidemiology or a related field PLUS four years of professional experience in communicable disease or infectious disease surveillance and/or control programs at the local, state or federal level. It is highly desirable that the professional experience provide: (1) ability to investigate individual cases and epidemics of communicable disease; (2) ability to participate in the investigation analysis/evaluation of outbreaks of communicable disease.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Counties in which positions are established: Job referrals will be made on a region basis. You may select one or two regions.

North Region 310: Bureau, DeKalb, Kankakee, Livingston, Mercer, Rock Island, Stephenson.

Central Region 315: Adams, Champaign, Clark, Cumberland, Macon, McDonough, McLean, Peoria, Sangamon.

South Region 300: Bond, Clay, Jersey, Marion, Perry, Saline.

**Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.**

## **PUBLIC SERVICE ADMINISTRATOR, OPTION 6G: Disaster/Emergency Medical Services**

General duties:

A Public Service Administrator option 6G, under direction, develops and implements statewide Emergency Medical Services educational programs related to disaster preparedness, response to weapons of mass destruction, bioterrorism, Illinois Mobile

Emergency Response Team ensuring compliance with all applicable laws, rules, regulations and standards; represents Department on state interagency response team and in national forums pertaining to related educational issues; develops policies and procedures that apply to EMS System Resource hospitals' educational programs; manages the Division's Emergency Medical Technician testing and licensing programs.

A Public Service Administrator option 6G, under direction, serves as Statewide Coordinator of the Bioterrorism Program for hospitals and prehospital personnel and is responsible for organizing, planning, evaluating, formulating and executing necessary policies and procedures to ensure proper standards of care are being provided; assists with the review and updating of the State Medical Disaster Plan; serves as liaison to the Illinois Mobile Emergency Response Team (IMERT) responsible for recruiting and providing appropriate training to those selected; assists with the review of protocols and procedures for the pediatric population; coordinates and assists with the development and implementation of the School Nurse program on emergencies.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires possession of a Bachelor's degree in public health, registered nursing, epidemiology, occupational health, safety engineering, environmental or physical sciences or related fields PLUS four years of professional experience related to disaster preparedness or emergency response communications and coordination, emergency medical services/response, bio-terrorism, or weapons of mass destruction. It is highly desirable that professional experience includes EMS systems and EMT licensure

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

**PUBLIC SERVICE ADMINISTRATOR, OPTION 6G (CONT.)**

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Counties in which positions are established: Cook, Sangamon.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

**\*\*\*NOTE: OPTIONS 6C and 6F – locality preference is by region:**

**310 - - North Region: 315 - - Central Region: 300 - -South Region**

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**YOU NEED NOT APPEAR AT A TEST CENTER FOR THESE EXAMINATIONS.**

Send a completed (CMS 100) application to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, IL 62706. Your training and experience will be evaluated from your application. When applying for Option 8 it is preferred that a copy of your valid Illinois license/certificate accompany your application.

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3-1-97 Acceptable Lic., 5-15-97 Add Lic./Cert.

8-16-94 Opt S1-S8, Salary 12-2-05, Counties Updated 10-26-05,

Grade Statement Added 5-7-02, Sub-option 8Z added 10-09-02,

Sub-option 2C added 9-1-05, added Sub-option 9G 1-27-06

Option 8M abolished 6-2-06